

HAERGI

e-File step by step



Here are the most important elements for launching an e-File in SAP. They will help you understand how the process works.



PLACING AN ORDER

Write an e-mail informing about your decision and indicating a contact person. We will determine the work schedule together.



CHOOSING A FILE SERVER

Together with us and the IT team, you will choose where the document scans will go. This server will be connected to SAP.



INSTALLATION IN SAP

Once we have access to the system, we will install the software on the server, establish a connection to the file server and perform testing.



CONFIGURATION IN SAP

Together we will determine the list of documents and the required settings. You will receive a proposal from us, which we will discuss and then implement in SAP.



MOVING TO PRODUCTION

We will migrate the ready settings to the production system and share them with your SAP team.



UPLOADING DOCUMENTS

If you decide to have us scan the archives, we will upload them to SAP for you so you don't have to do it yourself.



USER TRAINING

Finally, we will do a workshop for your team so that everyone has a good understanding of how e-File works. You will also receive training materials.



START

When you are ready, we will start. We will support you in every subject so that it will be our mutual success.